



June 13, 2022

To,

The Corporate Relations Department
The National Stock Exchange of India Limited,
Exchange Plaza, 5th Floor,
Plot No. C/1, G-Block,
Bandra-Kurla Complex, Bandra (E),
Mumbai – 400 051.

The Corporate Relations Department,
Department of Corporate Services,
BSE Limited,
25th Floor, Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai – 400 001.

Re: Script Symbol "EMBASSY", Scrip Code 542602 and Scrip Code 959990, 960165, 960421, 973434, 973545, 973546 and 973910 (NCDs).

Dear Sir/Madam,

Subject: Summary of the proceedings of the Fourth Annual Meeting of the Unitholders of Embassy Office Parks REIT

We wish to inform you that the Fourth Annual Meeting of the Unitholders of the Embassy Office Parks REIT was held on Monday, June 13, 2022 and commenced at 12:00 P.M. (IST) at Ballroom - 1, Hilton Convention Centre, Embassy Manyata Business Park, Hebbal, Outer Ring Road, Nagawara, Bengaluru 560 045, India as well as through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"). A summary of the proceedings of the Fourth Annual Meeting of the Unitholders of the Embassy Office Parks REIT is enclosed.

The Meeting concluded at 1:34 P.M. (IST).

Kindly take the same on record.

Thanking you,

Yours sincerely,

For and on behalf of Embassy Office Parks REIT acting through its Manager, Embassy Office Parks Management Services Private Limited

A handwritten signature in blue ink, appearing to read "Deepika", with a horizontal line underneath.

Deepika Srivastava
Company Secretary & Compliance Officer
A23654

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SUMMARY OF PROCEEDINGS OF THE FOURTH ANNUAL MEETING OF EMBASSY OFFICE PARKS REIT:

The Fourth Annual Meeting (“AM”/ “Meeting”) of the Unitholders of Embassy Office Parks REIT (“Embassy REIT”) was held on Monday, June 13, 2022 at Ballroom - 1, Hilton Convention Centre, Embassy Manyata Business Park, Hebbal, Outer Ring Road, Nagawara, Bengaluru 560 045, India (“AM Venue”) as well as through Video Conferencing (“VC”) / Other Audio Visual Means (“OAVM”). The Meeting commenced at 12:00 P.M. and concluded at 1:34 P.M. The AM was held in compliance with the circular number SEBI/HO/DDHS/DDHS/CIR/P/2020/102 dated June 22, 2020 read with SEBI/HO/DDHS/DDHS_Div2/P/CIR/2022/079 dated June 03, 2022 issued by the Securities and Exchange Board of India (“SEBI”).

Directors of Embassy Office Parks Management Services Private Limited (“the Manager”), the Manager to Embassy REIT, in attendance:

Sl. No.	Attendee	Particulars	Mode of Attendance
1.	Mr. Jitendra Virwani	Chairman, Non- Executive Director	Physical
2.	Mr. Robert Christopher Heady	Non-Executive Director	VC/OAVM from Hong Kong
3.	Mr. Aditya Virwani	Non-Executive Director	Physical
4.	Dr. Punita Kumar Sinha	Independent Director and Chairperson – Stakeholders Relationship Committee	VC/OAVM from Boston, United States of America
5.	Mr. Anuj Puri	Independent Director and Chairperson – Investment Committee	Physical
6.	Mr. Vivek Mehra	Independent Director and Chairperson -Audit Committee	VC/OAVM from Milan, Italy
7.	Dr. Ranjan Pai	Independent Director and Chairperson – Nomination and Remuneration Committee and Corporate Social Responsibility Committee	VC/OAVM from Bengaluru, Karnataka

Key Managerial Personnel of the Manager to Embassy REIT in attendance:

Sl. No.	Attendee	Particulars	Mode of Attendance
1.	Mr. Michael D. Holland	Chief Executive Officer	Physical
2.	Mr. Abhishek Agrawal	Chief Financial Officer (Interim)	Physical
3.	Ms. Deepika Srivastava	Company Secretary & Compliance Officer	Physical

Senior Management of the Manager to Embassy REIT in attendance:

Sl. No.	Attendee	Particulars	Mode of Attendance
1.	Mr. Vikaash Khdloya	Deputy Chief Executive Officer & Chief Operating Officer	Physical
2.	Mr. Abhishek Agarwal	Head - Investor Relations	Physical
3.	Mr. Ritwik Bhattacharjee	Chief Investment Officer	Physical
4.	Mr. Donnie Dominic George	General Counsel	Physical

Auditor(s), Trustee(s) and Scrutinizer to Embassy REIT:

Sl. No.	Attendee	Particulars	Mode of Attendance
1.	Mr. Adarsh Ranka	Partner, S.R. Batliboi & Associates LLP, Statutory	Physical

		Auditors	
2.	Mr. Nikunj Shah	Director, S.R. Batliboi & Associates LLP, Statutory Auditors	Physical
3.	Ms. Madhuri Dadarkar and Ms. Shreya Singhal	Representatives of Axis Trustee Services Limited – Embassy REIT Trustee	VC/OAVM from Mumbai, Maharashtra
4.	Mr. Sandeep Sharma	Representative of Axis Trustee Services Limited – Embassy REIT Trustee	Physical
5.	Ms. Rupal Jhaveri	Proprietor, Practicing Company Secretary – Scrutinizer	Physical

Mr. Tuhin Parikh, Non-Executive Director was unable to attend the Meeting due to unavoidable pre-commitments.

Members Present:

A total of **48** Unitholders representing **41,67,90,866** REIT Units representing **43.97%** of Embassy REIT’s total voting power attended the meeting in person and virtually or through authorized representatives. In respect of corporate entities, **232** resolution(s) / corporate authorization for representation by 232 corporate entities in respect of **54,89,23,548 (Fifty-Four Crore Eighty-Nine Lakhs Twenty-three Thousand Five Hundred and Forty-Eight)** REIT Units representing **57.91 %** of Embassy REIT’s total voting power were received by the Manager. A total of **07** proxies representing **5830** REIT Units representing **0.00061%** of Embassy REIT’s total voting power attended the meeting.

The meeting commenced at 12:00 P.M. (IST) and concluded at 1:34 P.M. (IST) (including time allowed for e-voting at the AM).

Embassy REIT’s Investor Relations Head, Abhishek Agarwal, welcomed the participants to the AM. As the AM was being conducted physically as well as through VC/OAVM, he briefed the Unitholders on the modalities relating to conducting the AM through VC/OAVM including in respect of casting an e-vote. Mr. Agarwal then introduced the Directors, Key Managerial Personnel, Senior Management of the Manager and other personnel present at the AM physically as well as through VC/ OAVM to the Unitholders. He also informed the Unitholders that those attending virtually could express their views and raise queries through the ‘Chat Box’ feature available on the screens. Unitholders attending the Meeting physically were given an option to register their queries at the AM venue prior to the commencement of the AM.

Mr. Jitendra Virwani chaired the AM. The Chairman informed the Unitholders that the AM is also being held through VC/ OAVM in accordance with the relevant circulars issued by SEBI. He further informed the Unitholders that all



reasonable efforts have been made by the Manager of Embassy REIT to facilitate participation and voting by Unitholders on the items being considered in the AM. He then requested the Board of Directors to introduce themselves. After the Directors introduced themselves, the requisite quorum being present, the Chairman called the Meeting to order.

The Chairman welcomed all Unitholders, Auditors and other Invitees joining physically as well as through VC/OAVM and delivered his speech which included a summary of REIT's performance in the previous year and the outlook of the commercial real estate industry in India and Embassy REIT. The Chairman's speech was followed by a presentation by Mr. Michael D. Holland, Chief Executive Officer of Embassy Office Parks REIT. Mr. Holland presented the business highlights for the Financial Year 2022 and performance of Embassy REIT since listing and handed over the proceedings to Mr. Vikaash Khdloya, Deputy Chief Executive Officer and Chief Operating Officer of Embassy Office Parks REIT.

Mr. Khdloya addressed the macro-outlook for the Indian office leasing market and also presented the business strategy for Embassy REIT which is focused on four key pillars: Leasing, Development, Acquisitions and ESG.

Thereafter, Mr. Agarwal requested Unitholders who were physically present at the AM venue to ask their queries and then directed queries raised by Unitholders prior to the AM, through the Chat Box and at the AM venue, to the relevant personnel of the REIT to provide responses.

After the queries were responded to, Mr. Agarwal informed the Unitholders present at the Meeting that in case any further clarifications were required, the Unitholders may reach out to the Investors Relations cell of Embassy REIT. He then handed over the proceedings to Ms. Deepika Srivastava, Company Secretary and Compliance Officer of the Embassy Office Parks REIT.

Ms. Deepika Srivastava informed the Unitholders that the relevant documents referred to in the Notice to AM dated May 16, 2022 were made available to Unitholders upon their request. Ms. Deepika Srivastava also informed the Unitholders that Embassy REIT had provided Unitholders the facility to cast their votes on all resolutions proposed in the Notice through the electronic voting system (remote e-voting). Ms. Deepika Srivastava then mentioned that the remote e-voting period remained open from Thursday, June 09, 2022 (9:00 A.M. IST) till Sunday, June 12, 2022 (5:00 P.M. IST). Ms. Deepika Srivastava then stated that the Unitholders who were present at the AM and but had not cast their votes electronically (by remote e-voting) were provided an opportunity to cast their votes at the end of the AM by way of e-voting, which facility was made available for 15 minutes after the e-voting announcement was made at the AM.

Further, the Unitholders were apprised that Ms. Rupal Jhaveri, Practicing Company Secretary, has been appointed as the Scrutinizer to scrutinize the remote e-voting process and e-voting during the AM to ensure that they are carried out in a fair and transparent manner. The following items of business as set out in the Notice convening the AM were put to vote by Remote e-voting and e-voting during the AM:

S. No	Resolutions	Type
Ordinary Business		
1.	Consideration, approval and adoption the audited standalone financial statements and audited consolidated financial statements of Embassy REIT as at and for the Financial Year ended March 31, 2022 together with the report of the statutory auditors thereon, and the report on performance of Embassy REIT.	Simple Majority

2.	Consideration, approval and adoption the Valuation Report issued by iVAS Partners, represented by Mr. Manish Gupta, Partner, Independent Valuer for the valuation of the Portfolio as at March 31, 2022.	Simple Majority
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Ms. Srivastava then handed over the proceedings to the Chairman.

The Chairman stated that the consolidated results of the remote e-voting and e-voting during the AM would be announced within two working days of the conclusion of the AM and the results, along-with the Scrutinizer's Report, would be intimated to the Stock Exchanges and would also be placed on the websites of Embassy REIT and National Securities Depository Limited.

The Chairman then authorized Ms. Srivastava to carry out the e-voting process, conclude the AM and to accept, acknowledge and counter sign the Scrutinizer's Report in connection with the AM and declare the results of the voting in accordance with the requirements prescribed under the applicable laws.

The Chairman thanked the Unitholders for their continued support and for attending and participating in the AM. He also thanked the Directors for their participating in the AM. The e-voting facility was kept open for the next 15 minutes to enable the Unitholders to cast their votes. Upon completion of the e-voting process, the Company Secretary declared the meeting closed.

The details of the voting results (remote e-voting and e-voting at the AM) on all the resolutions as set out in the Notice of AM along with the Scrutinizer's Report will be disseminated to the exchanges and will be placed on the Company's website.

For and on behalf of Embassy Office Parks REIT acting through its Manager, Embassy Office Parks Management Services Private Limited



Deepika Srivastava
Company Secretary & Compliance Officer
A23654